



**Policy:** 4630  
**Procedure:** 4630.05  
**Chapter:** Community Corrections  
**Rule:** ICJ Airline Travel and Flight Surveillance

**Effective:** 06/12/06  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) through the Arizona Interstate Compact for Juveniles (ICJ) Office shall establish a process for air transport and flight surveillance of juvenile absconders, runaways, and those traveling through Arizona or in custody of another state. The Arizona ICJ Office shall also establish protocols and processes for documentation, contact information, boarding and departing, escort, and exchange of custody.

### **Rules:**

1. **Initial Escort Contact Process** - Upon receiving notification that a juvenile absconder from Arizona is in custody of another state the person receiving the notification shall contact the Arizona ICJ Office with this information. The **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST/OR DESIGNEE** shall then:
  - a. Obtain all pertinent information from the holding state;
  - b. Document information on the 4630.05A [Arizona ICJ Contact Form](#):
    - i. The **DEPUTY COMPACT ADMINISTRATOR/OTHER ADJC QUALIFIED PERSONNEL** shall coordinate special needs such as Mental Health.
  - c. Notify County Probation, the ADJC assigned Parole Officer, his/her Parole Supervisor, and the family on the juvenile's case and date of return to Arizona, as soon as possible;
  - d. Notify ADJC Transportation or other agencies transportation of the juvenile's return.
2. The **ARIZONA ICJ OFFICE** shall fund all airline travel for ADJC juvenile absconders returning to Arizona.
3. Within five business days the **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall complete the return of an absconder from the time s/he receives the [ICJ Form III](#) Interstate Compact Consent for Voluntary Return signed by the juvenile.
  - a. If the juvenile refuses to sign ICJ Form III the **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall prepare [ICJ Form II](#) Interstate Compact Requisition to Return and forward it to the holding state:
    - i. Refer and follow extradition processes for juveniles identified in procedure 4630.04 ICJ Juveniles involved in Interstate Travel;
  - b. Purchase the airline tickets upon the Director's approval, if necessary.
4. **Contact Process at the Airports** - The **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall apply the following steps in order to expedite movement throughout the exchange of custody at the airports.
  - a. Contact the Extradition Officer in the holding state to ensure travel arrangements have been made for the ADJC absconder to be transported to the detention center closest to the airport in that state;
  - b. Arrange for a meeting place to exchange custody, preferably at the airport police station;
  - c. Contact the airport police and request assistance with the transfer of the juvenile 30 minutes prior to the juvenile's arrival, if needed;
  - d. Contact the ADJC Transportation Supervisor or other transportation agency to arrange for the juvenile's transport to the secure facility from the designated location at the airport.
5. **Flight Escorting Process** - The **DEPUTY COMPACT ADMINISTRATOR** shall designate juvenile escort(s) from Community Corrections personnel to escort an ADJC juvenile back to Arizona. The **DEPUTY COMPACT ADMINISTRATOR** shall serve as a backup, if needed.

6. Upon determining who is escorting the juvenile the **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall ensure the ICJ Parole Officer(s) involved in the escort have all the necessary information needed to complete the assignment.
  - a. Provide the names and cell phone numbers of the ADJC ICJ Parole Officer(s) to the holding state;
  - b. Provide a copy of all flight itineraries to the holding state;
  - c. Maintain contact with the assigned ICJ Parole Officer(s) before and after the flight;
  - d. Maintain a record of all escort assignments.
7. **Exchange of Custody at the Airport** – The **ICJ PAROLE OFFICER(S)** assigned to pick up and escort the juvenile from the holding state back to Arizona shall:
  - a. Obtain the juvenile's clothing description from the holding state the juvenile's picture, and the ICJ Form III from the **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST**;
  - b. Meet the Parole Officer or designee from the holding state at the airport police station or designated location in order to exchange custody;
  - c. Ensure prior to escorting the juvenile through the terminal the restraints are removed from the juvenile.
8. Prior to flight arrival in Arizona the **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall confirm with ADJC Transportation or other transportation agency the arrival of the juvenile in Arizona.
9. **Pre-Boarding, Boarding and Arrival Process** - The **ADJC ICJ PAROLE OFFICER(S)** escorting the juvenile back to Arizona shall after the exchange of custody at the airport police station:
  - a. **Pre-Boarding:** Escort the juvenile without restraints through the terminal;
  - b. Request at the boarding checkpoint, if the airline allows to pre-board the juvenile before all the passengers are enplaned;
  - c. **Boarding:** Arrange the seating on assigned flights so that the ADJC absconder is seated by the Parole Officer. The seating will be arranged in the front or rear section of the aircraft, first or last row of the passenger cabin, whenever practicable.
    - i. Accompany the juvenile at all times while aboard the aircraft.
  - d. **Arrival:** Upon flight arrival, the **ICJ PAROLE OFFICER(S) AND JUVENILE ABSCONDER** shall remain seated until all passengers exit the plane;
  - e. When escorting ADJC juveniles, meet with ADJC Transportation Officers at a predetermined location to transport the juvenile to the ADJC secure facility.
    - i. At this time the **ADJC EMPLOYEE TRAINED TO APPLY RESTRAINTS** shall apply to the juvenile a waist chain, hand and leg restraints in accordance with procedure 4058.01 Use of Force Continuum.
  - f. Call the ADJC Interstate Compact Extradition Specialist to inform the juvenile has arrived.
    - i. Later call the secure facility to confirm the juvenile's arrival.
10. **Surveillance Guidelines** - The **ARIZONA ICJ OFFICE** shall provide flight surveillance to juveniles traveling through Arizona within 24 hours notice. The **ARIZONA ICJ OFFICE** shall also ensure availability of ICJ Surveillance Officers to cover surveillance assignments.
11. The **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall obtain and provide all information necessary to identify the juvenile being sent through the Arizona airport to the ICJ Parole Officer assigned to complete the surveillance to include:
  - a. Juvenile's picture ID;
  - b. Juvenile's clothing description;
  - c. Escape bulletin;
  - d. Once the surveillance is completed, the **ICJ PAROLE OFFICER** shall return all assignment paperwork to the ADJC Interstate Compact Extradition Specialist;

## Page 3 of 3

12. The **ADJC INTERSTATE COMPACT EXTRADITION SPECIALIST** shall also report the results of the surveillance to the holding state and keep records of all surveillance assignments.

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